

***Amended 19 January 2005**

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-406

**Plans, Training & Mobilization Officer
R8721000
GS-0301-11
\$55,033 - \$71,544 pa**

ANNOUNCEMENT DATE:

31 August 2004

***CLOSING DATE:**

23 February 2005

SELECTING OFFICIAL:

Commander - JFTB

APPOINTMENT FEATURES:

**Excepted Service
Officer Grade**

POSITION LOCATION:

Training Site – Los Alamitos, CA

THIS IS AN INDEFINITE POSITION

***RECRUITMENT/RELOCATION BONUS/ADVANCED IN HIRING RATE BASED ON
SUPERIOR QUALIFICATIONS MAY/ MAY NOT BE AUTHORIZED**

**SELECTEE MAY BE NON-COMPETITIVELY CONVERTED TO PERMANENT STATUS
IF/WHEN POSITION BECOMES UNENCUMBERED.**

This position is located in the Directorate of the Plans, Training and Mobilization of an Army National Guard Major Training Area (MTA). The purpose of this position is to direct all training support activities for using organizations, and to exercise general management of all functions within the areas of plans, operations, training, intelligence, and mobilization support for the training site.

1. AREA OF CONSIDERATION: Nationwide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.

2. CONDITIONS OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

**3. MILITARY GRADE AVAILABLE: OFFICER GRADE. PRIOR TO EFFECTIVE DATE OF
PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION
WITHIN A COMPATIBLE UNIT IN OFFICER GRADE OR HAVE A COMPATIBILITY WAIVER
APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF**

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THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

4. QUALIFICATION REQUIREMENTS:

a. **General:** Experience, education, or training which provided a general knowledge of the principles of organization, management, and administration.

b. **Specialized:** Must have 36 months specialized experience operating, program or managerial experience in a type of work or a combination of functions directly related to the position to be filled or in comparable work or functions; experience in developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations; in supervisory, staff, or technical work which included study, analysis, or evaluation leading to the development or improvement of managerial or administrative policies, practices, and procedures; and experience preparing written communications and oral presentations and/or briefings or experience which required the candidate to communicate orally at the level of the position to be filled; and experience which demonstrates the ability to provide technical guidance and assistance in the type of work or in work comparable to the position to be filled.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

c. **Substitution of Education for Specialized Experience:** Completion of courses such as the Officer Advanced Course, Squadron Officer School, Command and Staff College, Air and Army War College, National Security Management Course and others of comparable level will be credited at the rate of 1 month of education for two months of specialized experience.

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

- a. Knowledge of the principles and standard practices of management.
- b. Knowledge of the techniques of organization, direction, coordination, and control.
- c. Ability to formulate and execute long range plans and programs.
- d. Skill in oral and written communications.
- e. Ability to give specific guidance relative to a particular program.

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SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN O: 01A.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). **ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.** VETERANS PREFERENCE DOES NOT APPLY.

ALL APPLICATIONS MUST BE SIGNED & DATED

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY
EMPLOYER**

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.